

## Proposed Timeline for an RFP

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*(The following timeline is only to give Legislative Council an idea of the schedule of an RFP, not to indicate any current deadlines or meeting schedule changes)*

### Points to consider:

- ▶ State Procurement Bureau (SPB) suggestion: allow *at least 30 days* for responses.
  
- ▶ Budget for time on each end of proposal for administrative matters
  - Before the RFP is issued, staff needs time to draft language and SAVA meet by conference call to review and approve the language.
  - The SPB asks for two weeks after the language is submitted to them so they can finalize the RFP and issue it.
  - After the RFP deadline passes, the scoring committee must have time to meet, review, and score all proposals before making a recommendation and/or SAVA issuing a contract.

### Proposed Timeline:

- Nov. 17 - SAVA conference call to review and approve RFP language
  
- Nov. 20 - RFP language to State Procurement Bureau
  
- Late November/early December - SPB issues RFP (ideally before Dec. 4)
  
- Approximately 1 week after RFP is issued - SAVA and SPB staff will participate in pre-proposal conference call with interested vendors to answer questions about the RFP
  
- Mid December - Written questions due and responses given by staff.
  
- January 11 - Deadline for responses
  
- January 13-15 - Scoring committee meets to review and score proposals
  
- Mid-January - Replace regularly schedule SAVA meeting on January 22 in Helena with conference call to award contract.
  
- Late January - Finalize/Sign contract
  
- February - September 15, 2010 - SAVA meets at least four times with consultant(s) to discuss goals and plan design proposals; work with retirement systems' actuaries to provide cost estimates of proposals; make final recommendations.